



NAME OF POSITION: ASSISTANT INSPECTOR – ANIMAL WELFARE AND CONTROL SERVICES, CULTURE, COMMUNITY, LEISURE AND AREA SERVICES, DUBLIN CITY COUNCIL

POSITION No: 83/2025

INFORMATION BOOKLET

**CLOSING DATE : MIDNIGHT ON
MONDAY, 10TH NOVEMBER 2025**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR ASSISTANT INSPECTOR - ANIMAL WELFARE AND CONTROL SERVICES MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. Dublin City Council is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 900 services across key functional areas of Housing, Community, Planning, Development, Environmental, Roads and Traffic, Leisure and Culture Services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Local authorities have an extensive role and a range of statutory responsibilities for Animal Welfare and Control under the following primary legislation together with a number of other related statutes.

- [Animal Health and Welfare Act 2013](#)
- [Control of Dogs Act 1986](#)
- [Control of Horses Act 1996](#)
- [Dog Breeding Establishments Act 2010](#)

Dublin City Council is seeking to further develop its role in Animal Welfare and to enhance service delivery in accordance with the statutory obligations under the above legislation. We aim to do this at local level in line with [Ireland's Animal Welfare Strategy 2021-2025 - Working Together for Animal Welfare](#) published by the Department of Agriculture Food and the Marine. The stated Vision of the Strategy is "Ireland becomes increasingly recognised as a country that actively promotes and safeguards the welfare of all animals". In its approach the Strategy focuses, inter alia, on further advancing the principles of 'One Health, One Welfare' which recognises the inter-relationship between human wellbeing and animal welfare, for the benefit of both animals and society.

THE JOB

The Assistant Inspector – Animal Welfare and Control Services will play a key supervisory and administrative role in the delivery of Animal Welfare and Control services provided by Dublin City Council. The Assistant Inspector will work as part of the Animal Welfare and Control Services team to proactively promote animal welfare, prevent animal cruelty, neglect, and other forms of suffering. This will be carried out in a regulatory environment, acting as an Authorised Officer under the relevant legislation, and ensuring compliance with established laws and regulations.

The role will involve investigating reports of animal abuse or neglect, conducting inspections, issuing warnings, legal notices, fines, and collaborating closely with other enforcement agencies including An Garda Síochána to take necessary legal action when required. The Assistant Inspector will also support the development and implementation of policies and procedures designed to uphold the highest standards of animal care and control within the Dublin City administrative area.

The **Assistant Inspector - Animal Welfare and Control Services** will carry out a key operational role in delivering Animal Welfare and Control services provided by Dublin City Council. This will be done in a regulatory environment where specific responsibility will be designated under the relevant legislation to be enforced in the Dublin City administrative area. The Assistant Inspector will report to the Inspector – Animal Welfare and Control Services or such other line manager as may be designated from time to time by the City Council.

The Assistant Inspector Animal Welfare and Control Services will be responsible for:

- (i) The effective day to day operational supervision of animal welfare officers and contractors in the enforcement of the above mentioned legislation, bye-laws and statutory instruments.
- (ii) Liaison with public, statutory, community, voluntary organisations as necessary in the furtherance of the aims and objectives of the Animal Welfare Unit and Dublin City Council.

This is a demanding supervisory and administrative position with responsibility for the effective delivery of a service that is of statutory importance and is open to constant public scrutiny. The role will involve duties of an investigative and of an enforcement nature. Strong judgement and decision-making skills will be required in a law enforcement work environment that will present challenging situations from time to time.

THE IDEAL CANDIDATE SHALL

- Have a good general knowledge and awareness of Animal Welfare and Control in an Irish context and an understanding of the 'Five Freedoms' framework for analysis of animal welfare;
- Have an ability to work collaboratively within multi-disciplinary teams and within multi-agency teams and the ability to motivate and encourage staff to achieve maximum performance;
- Possess excellent communication, interpersonal and customer awareness skills;
- Have an ability to work on their own initiative, in an independent environment and without constant supervision;
- Have an ability and a willingness to learn and an aptitude to use all new technology, information systems and equipment;
- Have an ability and willingness to learn and execute new skills and participate in and provide appropriate training where required;
- Have a good knowledge and awareness of Health and Safety legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;

- Have a good knowledge of Human Resources and Industrial Relations issues relevant to the supervision of direct labour staff;
- Have experience in the management of staff;
- Have experience in enforcement role where legal investigations, report writing and case management are involved.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications:-

- Have a minimum of two years experience of working in a live animal environment and general familiarity with animal care, animal husbandry, animal handling and animal behaviour. Work with dogs and horses will be particularly relevant;
- Hold a qualification, minimum QQI level 5 or equivalent, in an Animal Welfare related discipline e.g. Certificate in Animal Welfare; Animal Welfare and Animal Behaviour; Animal Care / Animal Care Assistant. or British Horse Society Stage 2 or equivalent;
- Have a good knowledge and experience of risk assessment, operational planning and implementation in a regulatory environment;
- Have attained such a standard of education as would enable the candidate to carry out efficiently the duties of the post, including the writing of clear and concise reports;
- Have satisfactory experience of Health and Safety legislation related to operational planning and implementation in the workplace, (both indoor and outdoor);
- Have satisfactory experience of working in a team environment;
- Have a satisfactory knowledge of Animal Welfare legislation and regulations in relation to the Control of Horses and the Control of Dogs Acts and have an understanding of evolving legislation, best practice and technology in the area of animal welfare;
- Have a proven ability to build and maintain good working relationships with multiple stakeholders e.g. statutory agencies, community and voluntary sector organisations, the general public; and external contractors / service providers;
- Possess adequate competence in the use of IT systems;
- Have the ability to gather relevant information and present findings where necessary to Dublin City Council Management, any relevant requesters and for specific purposes e.g. court proceedings.

Desirable

- Have experience in an enforcement related role;
- Have experience in a managerial role.

On the date of appointment the successful candidate must possess a current unendorsed full driving licence (Categories B minimum) as they will be required to drive in the course of their duties. A fleet vehicle will be provided to the successful applicant.

DUTIES

The duties of the post include, but are not limited to, the following: -

- Investigation of reports of animal welfare issues/abuses and illegal actions and planning of appropriate response actions within the relevant legislative provisions;
- Organisation, risk assessment and supervision of routine operational activity, including the requisitioning of machinery and equipment as required, in connection with the safe removal of animals from various sites across the city; including parks, public open spaces and private properties;
- Planning and on-site execution of responses in cases of non-routine adverse events involving animal welfare, including co-ordination with other statutory agencies where appropriate and management of potential conflict situations;
- Enforcement under the relevant legislations and issuing of fixed penalty notices when necessary;
- Effective liaison with various City Council sections and departments, An Garda Síochána, Veterinary services, the general public, advocacy groups, local businesses, residents' and tenants' associations etc. in connection with positive and negative animal welfare issues;
- Implementation of all aspects of the Control of Dogs Act 1986, Control of Horses Act 1996, Animal Health and Welfare Act 2013, Dog Breeding Establishments Act 2010 and various regulations, bye-laws and other statutory instruments and amending legislation under the direction of the appropriate office of the City Council;
- Administrative duties and report writing:
- Assisting the Animal Welfare Inspector in management of the staff and services and assist in organising of training;
- Undertaking the necessary training and upskilling required for the role;
- Supervision of staff members assigned to work under their remit and assist the Inspector in management of day-to-day interaction between the Dublin City Council Animal Welfare Service and external parties;
- Deputising for the Inspector as and when required in the organisation, logistical planning and overall supervision of work within their area of responsibility; the rostering and supervision of personnel to ensure balanced citywide coverage over a seven-day week; this will include responsibility for proper use of fleet vehicles and equipment;
- Regular liaison with any external providers formally engaged on a contract for services basis. Monitoring and implementation of Service Level Agreements;
- Maintenance of accurate, timely and complete records on all operational activity using agreed templates, formats and systems. Preparation and presentation of written inspection reports and recommendations in whatever format and for whatever purposes, as may be required from time to time including legal proceedings;
- Serving of statutory notices as an 'Authorised Officer' of Dublin Council under the various Acts including servings of notices and fines;
- Animal Welfare Officer Duties as required;
- Optimisation of resources for the provision of cost-effective services within the defined area of responsibility;
- Contributing to the ongoing development of Dublin City Council's Animal Welfare Service, including improvements in education, knowledge and skills to enhance Dublin City Council's reputation in the delivery of better animal welfare or control outcomes;
- Planning and execution of operations with An Garda Síochána;

- Supplementing the Dog Warden service under the Control of Dogs Act as assisting the warden service with daily duties when required;
- Attending court as necessary to present evidence on behalf of Dublin City Council in prosecution of animal welfare offences or under the various acts for control offences and illegalities such as failure to produce a license, passport, microchipping and improper procedures in kennelling/stabling facilities etc.;
- Assisting other statutory bodies or organisations with the rescue and handling of wild or exotic animals or birds when necessary;
- Manage health and safety during operational duties;
- To carry out such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them or by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- Posts of **Assistant Inspector- Animal Welfare and Control Services** may be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form and assessment question will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and/or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possesses the qualifications declared for the post and that they is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Plan Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.

- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the **Application Form in conjunction with the answers given in the assessment question. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.**

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- Leadership & Initiative
- Interpersonal Understanding and Communication
- Planning & Organising
- Decision Making & Judgement
- Knowledge & Experience

Please see page 10 of the Candidate Information Booklet for more details.

SALARY

The salary scale for the position of **Assistant Inspector- Animal Welfare Services** is: -

€51,722; €53,266; €54,844; €56,454; €58,076; (Maximum) €59,967 (1st LSI) (after 3 years satisfactory service on the Maximum); €61,865 (2nd LSI) (after 3 years satisfactory service on the 1st LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **39 hours per week.**

All applicants *must refer* to the *Additional Candidate Information Booklet* which can be found at <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.

HOURS OF ATTENDANCE

The Assistant Inspector will be required to work 39 hours per week or such hours as may be assigned from time to time. Due to the nature of the work involved they may be required to work outside normal working hours at weekends, public holidays etc. and to respond to emergencies after normal working hours.

The holder of the position may also be required to work outside their assigned hours of duty. Any work, which the holder of the post is authorised or required to do, after completion of a normal day's work, will be paid at the rates as agreed with the union and appropriately sanctioned, or whatever alternative arrangement is applicable.

UNIFORM

As a condition of employment the holder of the post will be required, at all times when on duty, to wear such uniform and/or items of personal protective equipment as are specified from time to time by Dublin City Council.

PARTICULARS OF POSITION

- a) The post is permanent, whole time and pensionable.
- b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council.

CITIZENSHIP

Candidates must, by the date of application be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements.

IRISH PROFICIENCY

As part of our ongoing commitment to support the Irish language, our leadership on the Gaeilge365 programme and to comply with the Official Languages (Amendment) Act 2021, we are gathering information on candidates' capacity to speak Irish.

Under this legislation, public bodies are required to ensure that 20% of new recruits are capable of performing their duties through Irish by 2030. While this position is not an Irish language speaking role, we are asking all applicants to indicate their current level of Irish language ability.

This information will be used for workforce planning purposes only and will not form part of the selection process for this competition.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications must not be submitted until all sections of the form including the assessment question are completed.

CLOSING DATE

Applications must be submitted before Midnight, on Friday, 10th November 2025.

SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT

Dated this _____ 2025

This document is also available in Large Print, High Contrast Print and Braille on request.

INFORMATION SHEET – COMPETENCY FRAMEWORK

The following competency framework has been developed for the position of **Assistant Inspector - Animal Welfare and Control Services**.

The key competencies for the role are as follows;

Competency	Examples of Behaviours
Leadership & Initiative	<p>Ability to lead and supervise, and to take role as leader of a team or group.</p> <p>Ability to work as part of a team and to supervise staff .</p> <p>Self-motivated with drive and enthusiasm.</p> <p>Ability to think beyond the obvious and take action.</p> <p>Seeks to learn new skills and apply learning to job.</p> <p>Builds team commitment to achieving goals by enabling others to find solutions to problems.</p>
Interpersonal Understanding/Communications	<p>Ability to develop and maintain good working relationships across all levels,</p> <p>Ability to convey their message both written and orally in a clear, concise and comprehensive manner.</p> <p>Willingness to receive and provide training.</p> <p>Ability to write clear and concise reports.</p>
Planning & Organising	<p>Ability to plan, organise and schedule work/tasks to ensure that they are completed on time and to specification.</p> <p>Evidence of a methodical and organised approach to their work.</p> <p>Clear thinking and logical approach.</p> <p>Ability to organise all resources to meet the demands of the job.</p>
Decision Making & Judgement	<p>Ability to make informed decisions in a clear and confident way.</p> <p>Weights up the pros and cons of a situation.</p> <p>Carefully assesses the risks involved when taking on difficult tasks.</p> <p>Maintains broad awareness of what is going on and identifies knock on effects of events or actions.</p>
Knowledge & Experience	<p>Adequate knowledge of relevant Health and Safety Legislation.</p> <p>Ability and a willingness to learn and an aptitude to use all new technology, information systems and equipment.</p> <p>Has knowledge and understanding of local authority functions and structures.</p> <p>Understands key challenges facing the local authority sector and Dublin City Council.</p> <p>Understands the responsibilities of a local authority supervisor or employee to uphold high standards of governance, compliance and behaviour.</p> <p>Demonstrates flexibility and openness to change.</p> <p>Understanding of the role of Assistant Inspector- Animal Welfare and Control Services.</p>

Dublin City Council is committed to a policy of equal opportunity

Assistant Inspector Animal Welfare and Control Services, Culture, Community, Leisure and
Area Services- Dublin City Council

Information Booklet